

**INSTRUCTIONS FOR COMPLETING
BUDGET/CLAIM FORMS TO RECOVER FEDERAL FOSTER CARE FUNDS
For
Residential Care Centers for Children and Group Foster Homes for Children**

I. REQUIRED FORMS Group Foster Homes for Children

- A. DMT 974 – Instructions, **Read CAREFULLY**
- B. DMT 975 – Schedule A, Federal Reimbursement Budget
- C. DMT 977 – Schedule B, Operating Statement
- D. DMT 978 – Schedule C, Rate Computation Report
- E. DMT 979 – Schedule D, Physical Plant Utilization – Square Footage Allocation – Group Foster Homes
- F. DMT 982 – Schedule E, Allocation of Expenses by Function – Group Foster Homes

II. REQUIRED FORMS Residential Care Centers for Children

- A. DMT 974 – Instructions, **Read CAREFULLY**
- B. DMT 975 – Schedule A, Federal Reimbursement Budget
- C. DMT 977 – Schedule B, Operating Statement
- D. DMT 978 – Schedule C, Rate Computation Report
- E. DMT 980 – Schedule D, Physical Plant Utilization – Square Footage Allocation – Residential Care Centers
- F. DMT 981 – Schedule E, Allocation of Expenses by Function – Residential Care Centers

III. GENERAL INSTRUCTIONS

- A. Complete the forms in ink or type or enter on-line
- C. Forms are available on-line from DHFS Home Page, <http://dhfs.wisconsin.gov/>
Click on Forms Library under Reference Center
- D. Forms can be completed on-line and printed for mailing or saved and then attached to an email Message for Special Services, smithta@dhfs.state.wi.us with cc to cannosr@dhfs.state.wi.us.

And

Mail a signed copy of Schedule A with original signature to:

**Special Services and Financial Statements Section
Bureau of Fiscal Services
P O Box 7850
Madison WI 53707-7850**

- E. Relate amounts to current budget year
- F. Round all figures to the nearest whole dollar, **except the daily rate**. This is calculated to the nearest cent.
- G. Completion of forms listed in I. & II is required by the following WI statute / Adm. Rule
HFS 52 is available on-line at <http://www.legis.state.wi.us/rsb/code/hfs/hfs052.pdf>
HFS 57 is available on-line at <http://www.legis.state.wi.us/rsb/code/hfs/hfs057.pdf>
Chapter 46 of state statute is available on-line at <http://www.legis.state.wi.us/./rsb/stats.html>

IV. FORM SPECIFIC INSTRUCTIONS

- A. DMT 975 – Schedule A – This schedule provides important contact and license information for your facility. Please **complete** all relevant information and **sign** and **mail** this schedule to:

**Special Services and Financial Statements Section
Bureau of Fiscal Services
P O Box 7850
Madison WI 53707-7850**

- B. DMT 977 – Schedule B - List all sources of income
- C. DMT 978 – Schedule C - Self explanatory
- D. DMT 979 and 980 - Schedule D

This schedule is allocated by functional usage. Each area of the facility shall be segregated into its approximate useable square footage and further broken down by the functions that are accomplished in the area. If an area is used for more than one function, please allocate the square footage to applicable functions.

Example if child's room or area is **120** square feet:

Child sleeps in the room 8 hours per day.	=	2/3 of the area is allocated to the "Residential Care" function: $\frac{8 \text{ hours}}{12 \text{ hours}} = \frac{2}{3} \times 120 = 80 \text{ Square Feet}$
Child spends an additional 2 hours per day in the room for treatment and social work.	=	1/6 of the area is allocated to the "Social Work" function: $\frac{2}{12} = \frac{1}{6} \times 120 = 20 \text{ Square Feet}$
Child spends 2 hours per day in the room for recreation and crafts.	=	1/6 of the area is allocated to the "Recreation" function: $\frac{2}{12} = \frac{1}{6} \times 120 = 20 \text{ Square Feet}$

Example of a partially completed Schedule D:

Building/Facility Room Description	Total SQ FT. Approximation	Management & General	Resident Care	Recreation	Social Work
Second Floor Bedroom	120		80	20	20
Baths	100		100		
Office	300	300			
Hall	100	100			

E. DMT 981 and 982 - Schedule E

The first column of this schedule is an instruction as to how to allocate each line item. The number indicated is reference to the function to which that line item should be allocated. Be as specific as possible in your allocation procedures for the items marked "To Function Use". For instance, in the Line Item Descriptions, specific examples are given for the allocation of supplies.

V. INSTITUTION FUNCTIONS DEFINITIONS

- A. Management and General - Activities directed toward the management, direction and community relationships of the total agency. They include planning, organizing, staffing and personnel administration; directing and coordinating various staff and functions; reporting, budgeting, any fiscal management relating to the community and other organizations; and purchased in-service staff training.
- B. Fund Raising - Includes time spent and expenses incurred when the primary purpose is an appeal for financial support of the agency, or is primarily part of, or in preparation for, an organized fund raising effort.
- C. Plant Maintenance – Includes expenditures for "occupancy" (defined to include rent, mortgage interest, utilities, insurance and other related costs) as well as expenditures for building and ground supplies; and repairs and replacements of furniture, fixtures and equipment such as heating plant and boilers. It includes time planning building improvements or upkeep when spent by the staff assigned to this function.
- D. Meals – Includes activities related to the preparation and serving of meals and costs of items prepared or used for consumption away from the institution, such as school lunches or a picnic.
- E. Clothing and Personal Needs – Includes activities related to maintenance of clothing, bedding, household linens; expenses of personal grooming such as haircuts, beauty parlor, shoe repair; expenses for laundry and dry cleaning performed off-grounds; children's allowances; and miscellaneous expenses incurred by off-grounds schooling.
- F. Residential Care Staff - Includes activities by workers responsible for the daily care and supervision of groups of children living together and the individual children in the group. In some agencies, this function may include some time spent supervising recreation, doing laundry or preparing meals. No non-payroll expenses are allocated to the cost of this function. See 13 (Special Education) and 14 (Personal Incidentals) for cost associated with these institution functions which are included under .06.

- G. Medical Dental Care
- H. General Education – Includes activities of the agency directed toward providing, usually on the grounds, a level of education comparable to the general education available to all children in the community public or parochial schools. See .05 Clothing Personal Needs for miscellaneous expenses related to general education off-grounds.
- I. Recreation – Includes agency work directed toward organized recreational activities.
- J. Special Institution Functions - This function is used only if the agency provides a defined function that benefits children in the institution, but does not fit in any other function. Each agency must identify its own special, unique or innovative functions in a narrative. Costs associated with evaluation shall be included here. See General Instructions 13.
- K. Title XIX
 - Psychiatry - Includes psychiatric services to children. This may include individual or group therapy, consultation with staff, diagnostic interview with children and work with parents.
 - Psychology – Includes activities to provide psychological services to children. This may include therapy with children individually or in groups, consultation with staff, administering and interpreting psychological tests and consultations with parents.
 - Psychotherapy - Includes individual or group psychotherapy provided by the agency's own Master of Social Work, (MSW), and administered as part of a prescribed treatment plan. Includes only that part of a MSW salary and fringe benefit and other costs that relate to the Title XIX services. This therapy shall be administered in accordance with department rules and policies governing reimbursable therapy.
- L. Social Services – Includes all salary and related costs of the social workers, plus psychiatrists and psychologists who are staff members and do not meet criteria of HFS 105.22 or 107.13.
- M. Special Education - Includes activities that provide education for children unable to participate in general education because of learning difficulties or because they create classroom disturbance. This covers only activities associated with the operation of on-grounds educational programs. Persons engaged in homework help, tutorial support or other activities provided before or after the regular school program should be included under code 06, Residential Care Staff.
- N. Personal Incidentals - Includes the reasonable and occasional cost of such items as tickets or other fees for sports, entertainment or cultural events or dues for clubs. The costs of necessary staff to provide supervision to insure the well being and safety of children on or off campus should be included under code 06, Residential Care Staff.
- O. Final Budget

VI. LINE ITEM DESCRIPTION

While some of the line items and/or functions listed below may not be reimbursable by the Federal IV-E Program, the state is interested in receiving the facility's total costs allocated according to the instructions. The state will remove unallowable costs before the percentages used to claim federal funds are computed.

- A. Salaries and Wages - Salaries and wages earned by an agency's regular employees, full or part-time. Any individual involved in more than one function should have their salary and fringe benefits allocated between functions. The basis for allocating cost should be either time sheets/time cards or time studies.
- B. Fringe Benefits - Fringe benefits earned by the agency's regular employees, full or part-time.
- C. Publicity - Leaflets, films and other informational material and cost of distributing them.
- D. Staff Physicals
- E. Memberships & Subscriptions - Amounts paid for memberships in other organizations and costs of subscriptions, reference and resource publications purchased for use by the staff.
- F. Organization & Start-up Costs Amount - Organization costs are the costs of organizing the concern. These include expenditures for legal fees, promotional expenses, incorporation fees and taxes. The costs of rental, capital expense and other expenses of this type are not costs of organizing the concern. Under Treasury regulation, organization costs must be amortized over a period of at least 60 months.
- G. Insurance - Net included in Travel and Transportation (25) or Property Insurance (15), Bonding.

- H. Telephone and Telegraph
- I. Postage - Postage, parcel post, UPS
- J. Interest not included in Mortgage Interest (11), interest on equipment purchases.
- K. Mortgage Interest - Not to include second mortgage
- L. Rent - Rent paid for the building and/or furnishings. If an outside facility is rented for a particular function that rent should be allocated to the function.
- M. Utilities, Including Heat - This includes the cost of any of the following unless the cost of one or more of them is included in the rent; heating fuel, water, gas or electricity.
- N. Repairs and Maintenance of Buildings - Minor building repairs and the cost of material for such repairs. This also includes:
 - Cost of window washing, removing waste, ashes, garbage and rubbish
 - Contracts for cleaning or building maintenance; e.g., painting, plumbing, carpentry
 - Minor repairs or maintenance of furnace and boiler
 - Maintenance and repair of pool or waterfront
 - Cost of maintaining and repairing fences and roads on the property
 - Snow removal, gardening, grass maintenance
- O. Property Insurance - Fire, general liability, boiler, elevator...does not include auto insurance.
- P. Property Taxes, including special assessments
- Q. Depreciation and Reimbursement – Buildings. See the allowable cost policies for the method of claiming amortization.
- R. Depreciation and Amortization – Furniture and Equipment. See the allowable cost policies for the method of claiming reimbursement.
- S. Food - This includes the cost of food to be prepared or already prepared for the residents. This item also covers food purchases for canteens and school lunches away from the institution.
- T. Clothing - This should include the cost of clothing and its care; e.g., laundry, dry cleaning, mending.
- U. Children's Allowance
- V. Children's Wages
- W. Purchased Services - The cost of other services purchased by agency on a fee-for-service basis; e.g., accountants, engineering fees payments for staff training, outside resource guard service.
- X. Supplies - Include the costs of materials, appliances and other supplies used by the agency. The following are examples of supplies that are to be applied to the various functions:
 - Management and General – Stationery, typing and other office supplies
 - Plant Maintenance – Janitorial and ground maintenance supplies such as shovels, rakes, brooms, soaps, light bulbs, disinfectant, toilet paper, paper towels
 - Fund Raising – Stationery
 - Meals - Kitchenware, utensils, kitchen linen, dishwashing soap
 - Clothing and Personal – Bedding, linens, laundry supplies
 - Medical – Dressings, medications, medical laundry
 - General Education – Educational materials, textbooks, general school supplies
 - Recreation – TV sets, sheet music, arts and crafts materials, sports articles
 - Social Work – Materials for staff training, general supplies
 - Special Institution – Farm and workshop materials, supplies related to function
 - Functions – Evaluation (see General Instruction)
- Y. Travel and Transportation - Mileage payment to staff, auto rental, auto depreciation, cost of repairing and maintaining agency cars, auto insurance, parking fees, bus and taxi fares.

- Z. Conferences and Conventions - Include expenses of conducting, or of agency staff attending, meetings related to an agency's activities; travel and living expenses for conferences and institutes, registration and/or tuition costs for such activities.
- AA. Personal Need Items - Cost of items for the benefit of a particular individual. The following are examples to be allocated to functions:
- Clothing Personal – Personal grooming expenses – barber shop, beauty shop, and shoe repair, books, miscellaneous school supplies for children attending off-grounds schools, bus tokens
 - Recreation – Scout and club dues, ticket to recreation and cultural events, costs of voluntary lessons or classes in dancing, music, art, camp fees
 - Special Education – Expenses of special events or activities related to the function
- BB. Equipment Repair and Maintenance - The maintenance, minor equipment repair and furnishings throughout the institution
- CC. Equipment Rent/Lease
- DD. Worker's Compensation